



CITY OF HOUSTON

Job Posting

Cg

Applications accepted from: All PERSONS INTERESTED

Job Classification LIBRARY SERVICE SPECIALIST
Posting Number PN# 106878
Department Library Department
Division East District*
Section Kashmere Gardens Branch*
Reporting Location 5411 Pardee St.*
Workdays & Hours Rotating Schedule*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides reference service using print and electronic resources for customers by telephone and in person. Provides readers' advisory services. Provides instruction in such functions as reference methods and electronic resources, directories and guides in response to customer needs. Assists in collection development. Assists in performing community outreach services. Performs other functions essential to efficient library operation. Requires some evening and weekend (Saturday and Sunday) work.

WORKING CONDITIONS

Must have excellent communication skills, oral and written. Must be able to use a computer to access/input information. Ability to move freely thought the work environment. Position requires stooping and bending.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Library Service or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

None

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Customer/Public Services experience preferred. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13
\$ 965 -1246 Biweekly \$ 25,090 – 32,396 Annually

OPENING DATE September 21, 2005

CLOSING DATE October 4, 2005

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer